

# Standard Mail (A) Nonautomation Letters

Related QSGs: 010, 750    Nonprofit: 670

# 630

Quick Service  
Guide

**Eligibility Overview** (E630) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must fit within letter-size processing category (C050.2). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)		Regular	Nonprofit
	3/5	\$0.209	\$0.114
	Basic	0.256	0.132

Annual \$85.00 presort mailing fee (E612.4.7).

Rate is based on tray in which package is placed.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.

**Addressing** (A010) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

**Characteristics and Content** (C050, C600) Maximum weight: less than 16 ounces.  
Upgradable option: see Quick Service Guide 631.  
Shape: rectangular.  
Dimensions:  
■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.  
■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.

**Deposit** (D600) Mailing entered at an acceptance point designated by USPS.

**Mail Preparation and Sortation** (M610) Marking on each piece:  
■ Regular: "Bulk Rate" (or "Blk. Rt.").  
■ Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.").  
Documentation:  
■ Postage statement:  
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.  
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.  
■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).  
1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).  
Tray label (Line 2) must indicate "STD LTRS NON-OCR" (and "WKG" on mixed ADC trays).  
Trays on pallets (M040) are permitted and preferred.  
Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

**Postage and Payment Methods** (P600) Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.  
Additional standards apply to mailings of nonidentical-weight pieces.

**Special Services** (S900) May not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

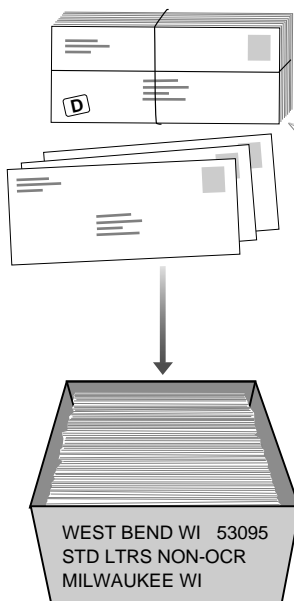
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

## Packaging and Traying Sequence

**5-Digit (Required)<sup>1</sup>**

**Packages:** Packaging not required if sufficient quantity to fill a 5-digit tray. Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

**Labels:** Red Label D or optional endorsement line (OEL).



**Trays:** Full trays only for pieces to same 5-digit ZIP Code; packaging not required; less-than-full trays not permitted.

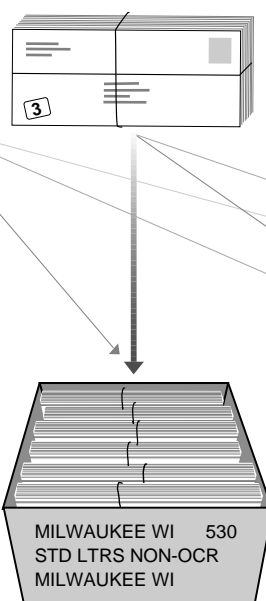
**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail.

**Rate:** 3/5<sup>1</sup>

**3-Digit (Required)<sup>1</sup>**

**Packages:** Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code; fewer than 10 pieces in a package not permitted.

**Labels:** Green Label 3 or OEL.



**Trays:** Any remaining packages for same 3-digit ZIP Code prefix placed in 3-digit trays; only one less-than-full or overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

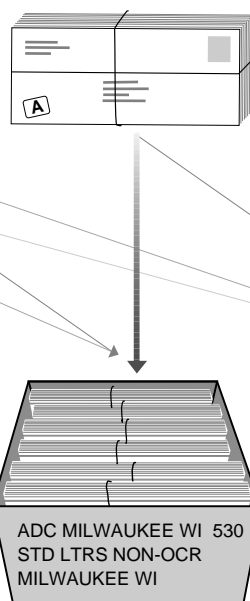
**Labels:** For Line 1, use L002, Column A, for destination facility.

**Rate:** 3/5 or Basic<sup>1</sup>

**ADC (Required)**

**Packages:** Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

**Labels:** Pink Label A or OEL.



**Trays:** Full trays only for packages to same ADC (see L004); no overflow trays permitted.

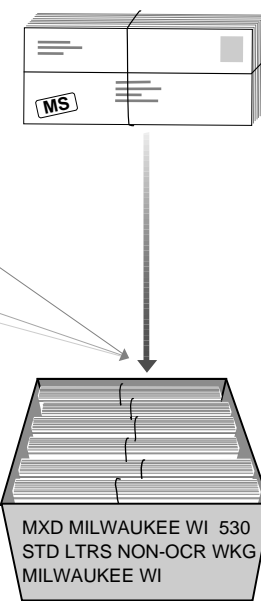
**Labels:** For Line 1, use L004 for destination facility.

**Rate:** Basic

**Mixed ADC (Required)**

**Packages:** Any remaining pieces must be packaged in mixed ADC packages.

**Labels:** Tan Label MS or OEL.



**Trays:** Any remaining packages placed in mixed ADC trays.

**Labels:** For Line 1, use "MXD" followed by city/state/ZIP of origin ADC facility in L004.

**Rate:** Basic

<sup>1</sup>Only pieces in 5-digit and 3-digit packages meeting eligibility standards (150 or more pieces to a 3-digit area) may be prepared in 5-digit or 3-digit trays and be eligible for the 3/5 rate. Basic rate for any 3-digit tray for origin SCF not meeting 150-piece minimum.

Rates based on tray in which package is placed.

Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays. Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).